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National Apprenticeship and Training Standards for the Sign, Pictorial Display, Electric Sign and Process Industry.

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Revised national standards for sign, pictorial display, electric sign, and process apprenticeships were developed to provide guidelines to local employers and labor groups to be used in setting up and operating uniform and effective apprenticeship programs. The apprenticeship term is 10,000 hours or 5 years of on-the-job training subdivided into 10 6-month periods. This term includes a 500 hour probationary period and the required 144 hours of related classroom instruction per year. Some of the other basic recommendations which are itemized are qualifications for apprenticeship, selection of apprentices, ratio of apprentices to journeymen, apprentice agreement, apprentice wages, supervision of apprentices, and certificates of program completion. A local joint apprenticeship and training committee, equally representative of management and labor, should be responsible for the local adaptations and administration of the standards. Guidelines are given for adapting the national standards to local use. Work experience schedules provide outlines of work processes for apprenticeship training in the various branches of the trade. The standards are supplemented with the latest amendments and regulations of the various federal laws affecting apprenticeship, apprenticeship record keeping forms, and directories of regional and state apprenticeship agencies. (HC)

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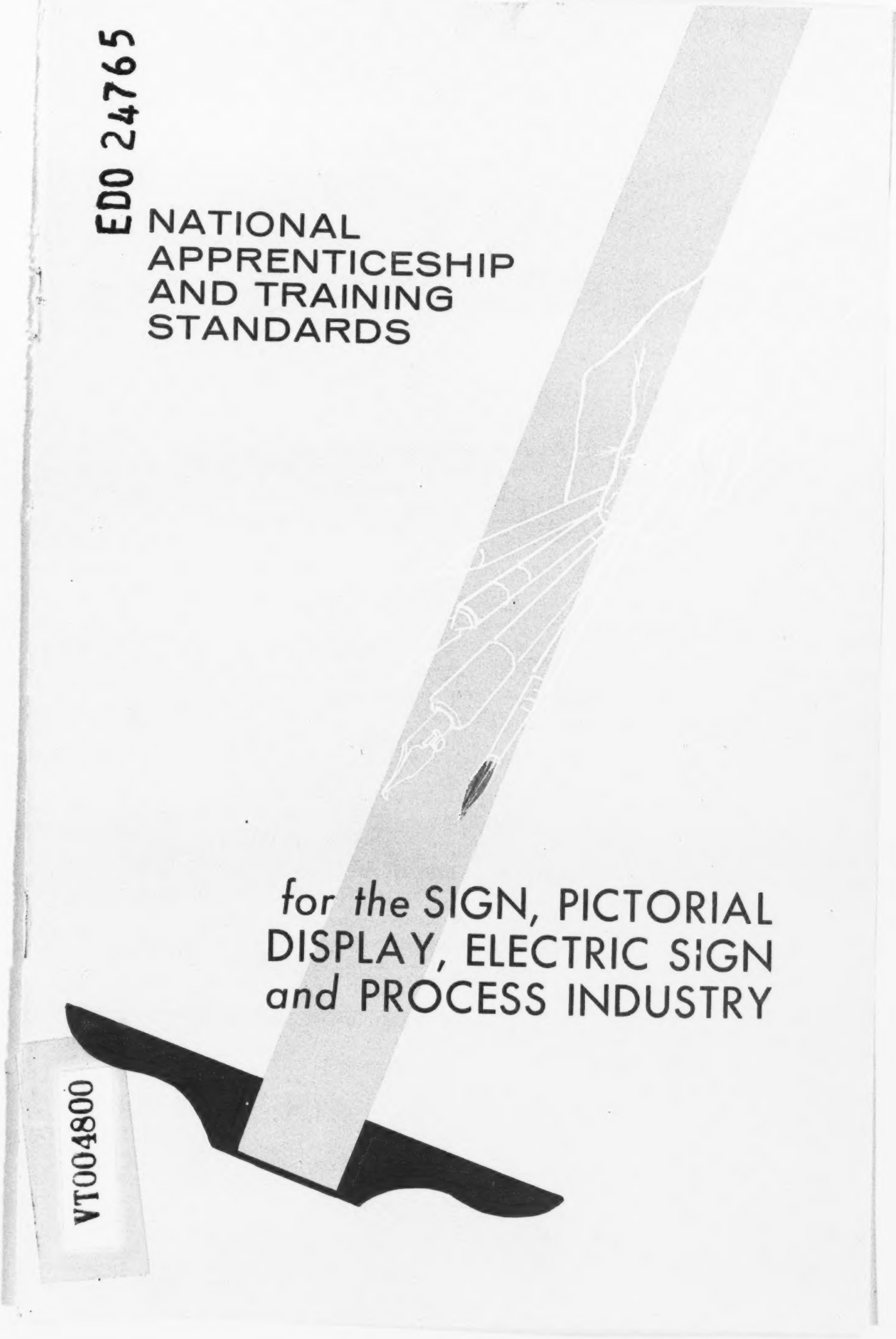
NATIONAL APPRENTICESHIP AND TRAINING STANDARDS



for the SIGN, PICTORIAL DISPLAY, ELECTRIC SIGN *and* PROCESS INDUSTRY

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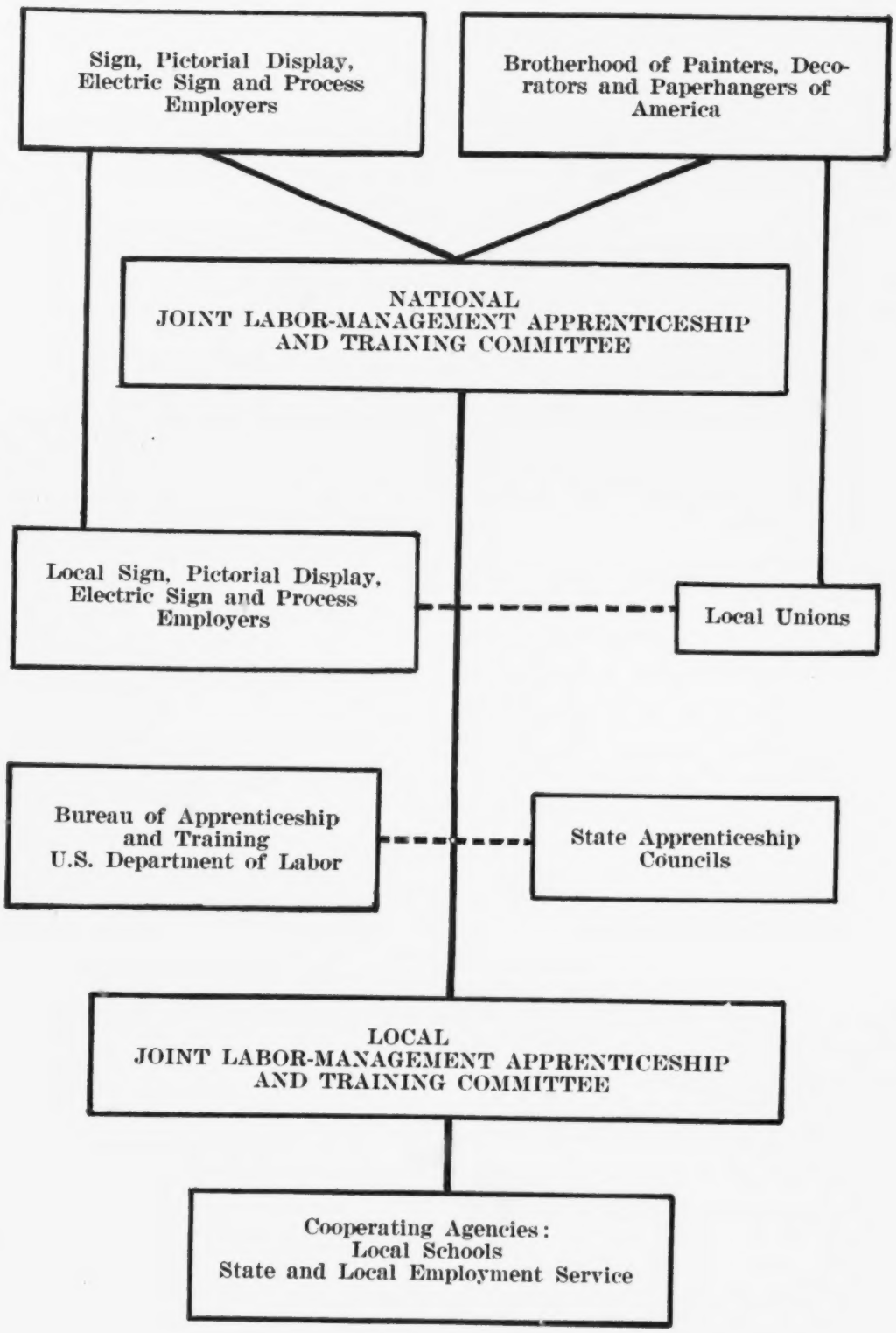
APPRENTICESHIP AND TRAINING SYSTEM OF THE
SIGN, PICTORIAL DISPLAY,
ELECTRIC SIGN AND PROCESS INDUSTRY


Sign, Pictorial Display, Electric Sign and Process Employers
Brotherhood of Painters, Decorators and Paperhangers of America
NATIONAL JOINT LABOR-MANAGEMENT APPRENTICESHIP AND TRAINING COMMITTEE
Local Sign, Pictorial Display, Electric Sign and Process Employers
Local Unions
Bureau of Apprenticeship and Training U.S. Department of Labor
State Apprenticeship Councils
LOCAL JOINT LABOR-MANAGEMENT APPRENTICESHIP AND TRAINING COMMITTEE
Cooperating Agencies:
Local Schools
State and Local Employment Service

National Apprenticeship and Training Standards for the Sign, Pictorial Display, Electric Sign and Process Industry

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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ADOPTED BY THE 3 NATIONAL JOINT SIGN, PICTORIAL DISPLAY, ELECTRIC SIGN AND PROCESS INDUSTRY, APPRENTICESHIP AND TRAINING COMMITTEE, REPRESENTING THE EMPLOYERS IN THE SIGN, PICTORIAL DISPLAY, ELECTRIC SIGN AND PROCESS INDUSTRY AND THE BROTHERHOOD OF PAINTERS, DECORATORS AND PAPERHANGERS OF AMERICA, IN CONFORMANCE WITH THE FUNDAMENTALS RECOMMENDED BY THE FEDERAL COMMITTEE ON APPRENTICESHIP

U.S. DEPARTMENT OF LABOR

W. Willard Wirtz, Secretary

4/ MANPOWER ADMINISTRATION, Washington, D.C.

4 BUREAU OF APPRENTICESHIP AND TRAINING

1963
Edition

U. S. DEPARTMENT OF LABOR
BUREAU OF APPRENTICESHIP AND TRAINING
WASHINGTON 25, D. C.

July 23, 1963

National Sign, Pictorial Display, Electric Sign
and Process Industry Joint Apprenticeship Committee

Gentlemen:

It gives me great pleasure to inform you of the Registration of the National Apprenticeship and Training Standards for the Sign, Pictorial Display, Electric Sign and Process Industry, with the Bureau of Apprenticeship and Training, U. S. Department of Labor.

You are to be commended for providing a uniform pattern of apprenticeship standards for the use of local employers and unions in the industry.

The active interest and cooperative efforts of your local groups will invariably reflect the extent to which success is achieved in producing the high calibre craftsmen so essential to your industry.

The assistance of the staff of the Bureau of Apprenticeship and Training and its cooperating State apprenticeship agencies are available to help in attaining the goals established in your National Standards.

Sincerely yours,

Edw. E. Goshen

Edw. E. Goshen
Administrator

OFFICE OF L. M. RAFTERY, GEN. PRES.
217-19 N. SIXTH STREET, LAFAYETTE, INDIANA

Brotherhood of
PAINTERS, DECORATORS, AND PAPERHANGERS
of America

AFFILIATED WITH THE AMERICAN FEDERATION OF LABOR AND CONGRESS OF INDUSTRIAL ORGANIZATIONS, BUILDING AND CONSTRUCTION TRADES DEPARTMENT, METAL TRADES DEPARTMENT, MARITIME TRADES DEPARTMENT, UNION LABEL TRADES DEPARTMENT

July 1, 1963

Bureau of Apprenticeship and Training
U. S. Department of Labor
Washington, D.C.

Gentlemen:

The Brotherhood of Painters, Decorators and Paperhangers of America has cooperated fully with the Sign Industry Employers and the Bureau of Apprenticeship and Training, U. S. Department of Labor, in preparing National Apprenticeship Standards for the Sign, Pictorial Display, Electric Sign and Process Industry.

These Standards, which comprise a manual of procedure for building and perfecting a national apprenticeship system for the Sign, Pictorial Display, Electric Sign and Process Industry, are being distributed among all state and local officers of the Brotherhood of Painters, Decorators and Paperhangers of America. They are being urged to give it careful study and use it as a pattern for revising and developing local apprenticeship standards and training programs.

You may rest assured that our Brotherhood joins the contractors in the industry in expressing appreciation to everyone in your department for the very capable assistance rendered in furthering the cause of apprenticeship and training in our industry, and wish to assure you of our plans for continued expansion and development in the field of training more qualified journeymen craftsment in the Sign, Pictorial Display, Electric Sign and Process Industry throughout the nation.

Sincerely yours,

L. M. Raftery

L. M. RAFTERY
General President.

LMR:HY

GENERAL OUTDOOR ADVERTISING Co., Inc.

CHICAGO BRANCH

July 3, 1963

Bureau of Apprenticeship and Training
U.S. Department of Labor
Washington, D.C.

Gentlemen:

Having actively participated as a member of the National Committee in the formulation of the Apprenticeship Standards for the Sign, Pictorial Display, Electric Sign and Process Industry, we respectfully recommend their adoption.

There is little question but that when this program is put into effect it will enable those companies in our industry to develop a reservoir of talent which will not only improve the quality of workmanship of our service but will provide many opportunities to young men to learn a highly specialized trade offering substantial financial rewards.

Very truly yours,

William Meech

William Meech

JOINTLY DEVELOPED AND ADOPTED BY EMPLOYERS AND LABOR

In order that there may be continuous activity and progress in the national apprenticeship program in the Sign, Pictorial Display, Electric Sign and Process trades, a National Joint Employer-Labor Apprenticeship and Training Committee was established to serve in an advisory and promotional capacity to the industry. This National Committee is made up of representatives of the Sign, Pictorial Display, Electric Sign and Process employers and the Brotherhood of Painters, Decorators & Paperhangers of America. A representative of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and of the Trade and Industrial Education Service, U.S. Office of Education, serve as consultants to the Committee.

To enable young men to obtain the training necessary to equip them for the responsibilities they must assume as successors to the present generation of craftsmen, the National Committee has developed, for the guidance of local employer and labor groups, the national standards of apprenticeship and training contained in the following pages. It is through the cooperative effort and initiative of the local groups that the National Committee looks for ever-increasing apprenticeship and training activities.

These national standards represent the considered judgment of leading employer and labor representatives in this industry concerning the essential factors in the development of highly skilled craftsmen. The National Committee will arrange for every assistance possible to be given to the local groups in establishing practical and sound apprenticeship programs. It will review the operation of apprenticeship programs and the development of apprentice training in the industry through periodic surveys, and make such recommendations as may be necessary for improving the effectiveness and completeness of the training of apprentices.

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NATIONAL SIGN, PICTORIAL DISPLAY, ELECTRIC SIGN AND PROCESS INDUSTRY JOINT APPRENTICESHIP AND TRAINING COMMITTEE

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JAMES J. KNOUD, *Second Vice President* Philadelphia, Pa.
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FOREWORD

Set forth in this booklet is the first edition of the National Sign, Pictorial Display, Electric Sign and Process Industry Apprenticeship and Training Standards, formulated and adopted in 1962. They were developed by the Sign, Pictorial Display, Electric Sign and Process Industry National Joint Apprenticeship and Training Committee in cooperation with the U.S. Department of Labor's Bureau of Apprenticeship and Training. This Committee represents the Sign, Pictorial Display, Electric Sign and Process employers and the Brotherhood of Painters, Decorators & Paperhangers of America.

The purpose of these National Standards is to provide a uniform pattern for use by employers and labor in the industry in setting up and operating effective apprenticeship programs. In addition to itemizing the various basic recommendations relating to the employment of apprentices in the recognized branches of the trade, the National Standards include recommendations concerning the local application of the standards, the selection of applicants for apprenticeship, the appointment of shop apprenticeship committees to supervise the training of apprentices in each shop, and related instruction requirements of apprentices.

It is hoped that all employers and labor representatives in every community will take full advantage of these Sign, Pictorial Display, Electric Sign and Process Industry National Apprenticeship and Training Standards, and the related information presented, in establishing, improving and conducting local apprenticeship programs.

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Certificate of Registration

NATIONAL APPRENTICESHIP AND TRAINING STANDARDS FOR
THE SIGN, PICTORIAL DISPLAY, ELECTRIC SIGN AND PROCESS INDUSTRY
(Jointly Sponsored by the Painters, Decorators and Paperhangers of America
and the Sign, Pictorial Display, Electric Sign and Process Employers)

Nation-Wide

For the Recognized Trade Branches of the Sign, Pictorial Display, Electric Sign and Process Industry

Issued in recognition of the above apprenticeship system, registered as part of the National Apprenticeship Program, in accordance with the fundamentals recommended by the

FEDERAL COMMITTEE ON APPRENTICESHIP

Date December 14, 1962

Registry No. 82759

W. Willard Wirtz
Secretary of Labor

Edw. E. Goshew
Administrator, Bureau of Apprenticeship and Training

NATIONAL APPRENTICESHIP AND TRAINING STANDARDS FOR THE SIGN, PICTORIAL DISPLAY, ELECTRIC SIGN AND PROCESS INDUSTRY

Part 1

NOTE.—Local application of these national standards in states having State apprenticeship councils may require adaptations to meet the laws and standards of apprenticeship in such states. The staff of the Bureau of Apprenticeship and Training and State apprenticeship agencies is available to advise on such standards and any necessary adaptations.

1. Definition of Sign, Pictorial Display, Electric Sign and Process Apprentice

A Sign, Pictorial Display, Electric Sign and Process Apprentice is a person who is—

(*a*) At least 18 years of age.

(*b*) Engaged in learning a trade covered by these standards.

(*c*) Covered by a written agreement, hereinafter called an "apprenticeship agreement," with a local joint committee, acting as agent for the employer, or with an employer with approval of the agreement by the local joint committee.

2. Definition of Registration Agency

The term "registration agency," as used herein, shall mean a State apprenticeship agency recognized by the Federal Committee on Apprenticeship or, if no such recognized agency exists in the State, it shall mean the Bureau of Apprenticeship and Training, U.S. Department of Labor.

3. Qualifications for Apprenticeship

Applicants, before being accepted for training, must meet the following requirements:

(*a*) American citizen, or one who has declared his intent to become a citizen.

(*b*) At least 18 years of age.

(*c*) High school education desirable, but not essential.

(*d*) Physically capable of performing the work of the trade.

(*e*) Satisfactory character.

(*f*) Artistically and mechanically inclined.

4. Selection of Apprentices

It is recommended that local joint committees establish proper selection procedures for applicants interested in Sign, Pictorial Display, Electric Sign and Process apprenticeship. The use of application forms, appropriate interviewing techniques, and aptitude tests is essential in the selection process, and properly used, provides some degree of assurance that the applicant possesses the qualities necessary to success in the trade. Among the benefits to be derived from adequate selection procedures are:

(a) Better qualified apprentices;
(b) Reduction in turnover;
(c) Savings in time, money, and effort in training; and
(d) More competent and highly skilled craftsmen.

The facilities of State employment services, local vocational schools, colleges and universities, and the Veterans' Administration are generally available upon request. These agencies may be in a position to provide assistance in developing selection procedures suitable to the local situation where necessary.

Selection of apprentices under this program shall be made on the basis of qualifications alone and all applicants will be afforded equal opportunity under these standards without regard to race, creed, color, national origin or physical handicaps (except to the extent that such physical handicaps affect the applicants qualifications for the trade or craft).

5. Term of Apprenticeship

The term of apprenticeship in the Sign, Pictorial Display, Electric Sign and Process trade shall be approximately 10,000 hours of on-the-job training, which shall include the probationary period and the required hours of related supplemental instruction. The term shall be subdivided into ten 6-month periods of 1,000 hours each.

6. Related Instruction

Apprentices shall attend related supplementary instruction classes at local schools not less than 144 hours per year for each year of their apprenticeship, when available. Where it is impracticable to establish related instruction classes, the local committee may substitute other organized trade, industrial, or correspondence courses of equivalent value.

However, all apprentices, regardless of the trade branch in which employed, shall receive at least 288 hours of supplementary instruction related to commercial sign work.

Time spent in related instruction shall be credited to the apprenticeship term. No apprentice shall be allowed to work overtime when

such work will interfere with his attendance at related instruction classes. In case of failure without due cause on the part of any apprentice to fulfill his obligations as to school attendance and conduct, the local committee shall take necessary disciplinary action.

Any agreement to pay apprentices for time spent in related instruction shall be in conformity with existing State laws.

Local joint apprenticeship committees should request the assistance of local schools in providing the necessary related instruction.

Suggested Related Instruction

(*a*) Use of tools and materials.
(*b*) Brushes—all types.
(*c*) Lettering pens, drafting tools, etc.
(*d*) Paints, vehicles, and pigments.
(*e*) Use of various background materials.
(*f*) Care and use of equipment—ladders, ropes, etc.
(*g*) Preparation and treatment of all surfaces.
(*h*) Lettering—history and development of alphabets.
(*i*) Layout and design.
(*j*) Process work.
(*k*) Bulletins and wall signs.
(*l*) Pictorial painting.
(*m*) Training aids, such as, applicable films, and literature obtainable from trade manufacturers.

7. Ratio of Apprentices to Journeymen

The provision in local standards covering the ratio of apprentices to journeymen shall be worked out according to local practices as determined by the local joint committee, but shall not conflict with the collective-bargaining agreement in the area.

8. Apprentice Agreement [1]

Each apprentice shall be covered by a written apprenticeship agreement with the local joint committee, or the agreement may be between the apprentice and the employer with approval by the joint committee. All apprentices shall be registered with the appropriate registration agency.

Each apprenticeship agreement shall contain a statement making the terms and conditions of the local trade standards a part of the agreement. For this reason, every apprentice (and if a minor, his parent or guardian) and employer will be required to read the local

[1] Some State apprenticeship agencies require the use of their own apprenticeship agreement forms. In such instances, the agreement forms may be obtained from the staff of the State apprenticeship agency or the Bureau of Apprenticeship and Training.

standards of apprenticeship before signing the agreement. The apprentice, employer, the joint committee, and the registration agency, if required, shall each receive a copy of the signed apprenticeship agreement.

The registration agency shall be notified of all cancellations and terminations of apprenticeship agreements.

9. Probationary Period

Apprentices employed under these standards shall be subject to a tryout or probationary period, to be determined by the local joint committee, but which shall not exceed 500 hours of reasonably continuous employment. During the probationary period, the termination or cancellation of the apprenticeship agreement shall be made by the local apprenticeship committee at the request of the apprentice or employer. After the probationary period, the agreement may be canceled by the local committee after adequate cause has been shown, and all parties to the agreement have had an opportunity to be heard.

10. Apprentices Wages

It is recommended that the schedule of wages for apprentices be established on a percentage of the prevailing local journeyman Sign, Pictorial Display, Electric Sign and Process Worker's Wage rate, and increased each 6 months to completion of the apprenticeship.

The local joint committee shall examine apprentices before each period of advancement, ascertaining as to their satisfactory progress and the degree of proficiency and quality of workmanship achieved.

The schedule of wages for all Sign Painter apprentices in the commercial, outdoor advertising, display, electric sign and silk screen process branches of the trade shall be as follows:

1st 6 months: ____ percent
2d 6 months: ____ percent
3d 6 months: ____ percent
4th 6 months: ____ percent
5th 6 months: ____ percent
6th 6 months: ____ percent
7th 6 months: ____ percent
8th 6 months: ____ percent
9th 6 months: ____ percent
10th 6 months: ____ percent

11. Credit for Past Experience

Applicants who present qualifications in excess of the minimum requirements may be admitted to advanced standing when they satisfactorily pass a practical examination provided for cases of this kind. The amount of credit given for previous experience shall be determined by the joint committee after careful review of the merits of each individual case.

Apprentices who receive credit for previous experience shall be paid upon entrance, the wage rate of the period to which such credit advances them.

All persons now employed as apprentices will be placed under these standards. These apprentices will be given full credit for the time they have already served as apprentices.

12. Basic Hours of Work for Apprentices

The basic hours of work for apprentices shall be the same as the journeymen employed in the trade. Apprentices shall not work overtime unless assisting a journeyman, or as provided for in the working agreement.

Apprentices absent from the services of their employer through their own fault shall make up all such time lost before being advanced to the next period of apprenticeship.

13. Supervision of Apprentices

Apprentices shall be under the general direction of the local joint committee and under the immediate supervision of a journeyman for on-the-job training.

The local joint committee shall prepare adequate record forms to be filled in by the journeyman under whom the apprentice receives the on-the-job training.

Each apprentice shall keep an accurate record of the number of hours worked in each major division of the trade. This record will be checked by the journeyman and sent to the local joint committee at the end of each reporting period. The local joint committee shall determine from this record when sufficient time has accumulated as to warrant the transfer of an apprentice to his next job assignment.

A written report shall be submitted by the apprentice to the journeyman before each 1,000-hour period of advancement for review and rating. The report is to consist of work done on the job and in related instruction. The journeyman shall forward this report to the local joint committee for final evaluation. These reports will be the basis on which recommendations for advancement are made.

If it is found that an apprentice shows a lack of interest or does not have the ability to become a competent craftsman, he may be permitted to continue in a probationary status, required to repeat operations in which he is deficient, or his agreement may be terminated. All decisions shall be made by the local joint committee.

14. Consultants

The committee may request interested agencies or organizations to designate a representative to serve as a consultant. Consultants will be asked to participate without vote in conferences on special problems related to apprenticeship which pertain to the interests of the agencies or organizations they represent.

15. Accident Prevention

Apprentices shall receive instruction on accident prevention and safe working habits during their entire term of apprenticeship. Such instruction shall be coordinated with the actual work being performed on the job and the tools and equipment being used.

Safety publications of the Bureau of Labor Standards, U.S. Department of Labor, are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402, at a small cost. These pamphlets may be helpful to local joint apprenticeship committees in impressing apprentices with the need for developing safe working habits along with his trade skills.

16. Adjusting Differences

The employer and the apprentice shall have the right and privilege of appeal to the local joint committee in the event of disputes or controversies arising over any provision of the local apprenticeship standards which cannot be satisfactorily settled between them. The local committee shall hear all parties and make such adjustments as it may consider necessary.

17. Work Experience

During his apprenticeship, the apprentice shall be taught the use, care, and effective and safe handling of all tools and equipment commonly used in the trade. He shall be given work experience and training to assure him of the skill and proficiency that characterizes a fully qualified and competent craftsman. (See the recommended schedule of work experience and training on p. 15.)

18. Certificate of Completion of Apprenticeship

Apprentices who complete their apprenticeship shall be awarded a certificate by the local joint committee, attesting to their satisfactory completion of training and recognition as qualified journeymen Sign, Pictorial Display, Electric Sign and Process Workers. Certificates of completion are available from the registration agency for all apprentices completing their apprenticeship under registered standards. These ceremonies may be accompanied by a program of events or awards at each graduation class.

Part II

Adapting National Standards to Local Use

1. Local Joint Apprenticeship Committee

It is recommended that a local joint apprenticeship and training committee, equally representative of management and labor, be established, which shall be responsible for the administration of the local apprenticeship standards, and for coordinating them, where desirable, with the apprenticeship standards of other groups in the community.

Where organizations of employers and employees exist, such organizations should each appoint an equal number of its members to serve on the local joint committee.

Where no employer or employee organizations exists, a committee may be formed in like manner by volunteers who shall agree to carry out the national standards as herein set forth.

A representative from the Bureau of Apprenticeship and Training U.S. Department of Labor, and/or the State apprenticeship council, if one exists in the State, is available upon request to attend meetings of the joint apprenticeship committee as adviser and consultant on labor standards applicable to apprentices, on the development of administrative procedures for the conduct of apprenticeship, and on any problems relating to apprentices and apprenticeship.

2. Coverage

It shall be the duty of each local joint apprenticeship and training committee to identify its area of operation and to assume responsibility for the training of all Sign, Pictorial Display, Electric Sign and Process Worker apprentices by employers within that area with whom the local union has bargaining agreements. The local committee shall also encourage all other employers in the area to employ and train apprentices under its system of apprenticeship, and any employer who desires to do so may participate in the local program by signifying agreement to the terms and conditions of training prescribed in the local standards.

3. Duties of Local Joint Apprenticeship and Training Committee

The local joint committee shall develop local apprenticeship standards consistent with these national standards, and covering such terms as—

(*a*) Method of selecting apprenticeship applicants.
(*b*) Schedule of work experience on the job.

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(*c*) Progressively increasing schedule of wages for apprentices.

(*d*) Provision for supplemental related instruction.

(*e*) Provision for instructions on safe working habits and accident prevention.

(*f*) Provision for reviewing or testing the apprentice's progress, both on the job and in related instruction.

(*g*) Provision for adjusting complaints regarding apprenticeship.

(*h*) Procedure for providing apprentices with certificates of completion.

It shall be the responsibility of the local joint committee to—

(*a*) Conduct surveys to determine the need for, and the availability of, apprentices in the local area.

(*b*) Ascertain whether employers undertaking to train apprentices have the necessary facilities to assure effective training.

(*c*) Place each apprentice under agreement. (Where the apprentice is indentured to the local joint committee, the committee shall make every effort to keep the apprentice continuously employed and assure him of well-rounded training and experience in all phases of the trade by rotating him, whenever possible, among the various participating employers. Where the apprentice is indentured to the employer, and the employer is unable to provide training for him, the local joint committee shall exert every effort to place him temporarily with another employer with the understanding that the employer to whom he is regularly indentured shall have first call on his services when and if he is able to furnish training for him, subject to approval of the local joint committee.)

(*d*) Assure that apprentices are receiving the necessary on-the-job experience and related technical instruction.

(*e*) Conduct the final examination for apprentices to establish their status as journeymen in the trade.

(*f*) Notify the appropriate registration agency of all terminations and cancellations of apprenticeship agreements.

(*g*) Prepare and submit all reports concerning its apprenticeship program that may be legally required by local, State, or Federal agencies, and the respective national organizations.

(*h*) Supervise the enforcement of all the provisions of the standards.

(*i*) Prepare proposed amendments to the standards for approval by local union and employer sponsors.

4. Responsibilities of Apprentices

The local joint committee should impress upon each indentured apprentice that in signing the apprenticeship agreement he has volun-

tarily agreed to abide by the provisions of the local standards, and inform the apprentice of his responsibilities and obligations under the apprenticeship program.

(*a*) To perform diligently and faithfully the work of the trade and other pertinent duties assigned by the local joint committee and the employer in accordance with the provisions of the standards.

(*b*) To respect the property of the employer and abide by the working rules and regulations of the employer, union, and local joint committee.

(*c*) To attend regularly and to complete satisfactorily the required hours of instruction in subjects related to the trade, as provided under the local standards.

(*d*) To maintain such records of work experience and training received on the job and in related instruction, as may be required by the local joint committee.

(*e*) To develop safe working habits and conduct himself in his work in such manner as to assure his own safety as well as that of his fellow workers.

(*f*) To work for the employer to whom assigned to the completion of his apprenticeship, unless he is reassigned to another employer or his agreement is terminated by the local joint committee.

(*g*) To conduct himself at all times in a creditable, ethical, and moral manner, realizing that much time, money, and effort will be spent in affording him an opportunity to become a skilled craftsman.

5. Nonliability of Joint Committee

Entry into and pursuit of a Sign, Pictorial Display, Electric Sign and Process Worker apprenticeship, and the employment and on-the-job training of apprentices, being undertaken on the basis of acceptance of the standards and other requirements established by the committee, no member of the joint committee, nor any organization of employees or employers represented thereon, nor any member of such organizations, nor any employee of any public agency connected with the program operated under these standards shall be financially or otherwise liable for any consequences resulting from action taken by the joint committee with respect to—

(*a*) Withholding apprenticeship from any individual on the basis of lack of qualifications, employment and training opportunities, or training facilities; or

(*b*) Canceling the apprenticeship agreement of any apprentice for lack of aptitude or diligence, or noncompliance with these

standards or other regular requirements established by the committee; or

(*c*) Withdrawal or withholding of apprentices from an employer having violated these standards or committee requirements; or

(*d*) Inability of the joint committee to find and provide employment and on-the-job training opportunities under the terms of the apprenticeship agreement; or

(*e*) Failure of the employer to provide workmen's compensation insurance, and adequately and continuously insure his employees against work injury as provided by the laws of the State; or

(*f*) Failure of an apprentice to comply with rules concerning safety and the prerequisite that he ascertain that workmen's compensation and other insurance coverages are provided by the employer; or

(*g*) Failure of a legal minor properly to protect himself by complying with the laws of the State with respect to work in this trade or failure of an employer to observe laws concerning the hiring and employment of a legal minor.

6. Filing With the Registration Agency

As soon as the local apprenticeship standards, or any amendments thereto, have been developed and approved by the sponsoring local groups, the local joint committee shall file a copy with the registration agency. The joint committee shall also notify the registration agency of all actions affecting apprentices, such as hires, cancellations, and completions, and furnish any additional information required by Federal or State laws affecting apprentices.

7. Cooperating Agencies

Local joint apprenticeship committees may obtain assistance in the formulation and administration of apprenticeship programs from—

(*a*) National Sign, Pictorial Display, Electric Sign and Process Industry Joint Apprenticeship and Training Committee, Director of Apprenticeship and Training, Brotherhood of Painters' Building, Lafayette, Ind.

(*b*) Brotherhood of Painters, Decorators & Paperhangers of America, Painters & Decorators Building, Lafayette, Ind.

(*c*) The Bureau of Apprenticeship and Training, U.S. Department of Labor, Washington, D.C., 20210.

(*d*) State apprenticeship councils, State labor departments, or State industrial commissions.

Part III

Federal Laws and Regulations Affecting the Employment and Training of Apprentices

Veterans' Administration Legislation (Public Law 550, 82d Cong.)

Provide for the approval of programs of apprenticeship by the appropriate State (veterans) approving agency under Veterans' Administration regulations to permit eligible veteran apprentices to receive a training allowance for their education and training. Under the provisions of veterans' readjustment legislation, joint apprenticeship committees may be recognized as training institutions. Consequently, if it is anticipated that veterans may be employed as apprentices under the local standards, the committee should request approval of its program by the appropriate State (veterans) approving agency, keeping in mind that the criteria for approval under Veterans' Administration regulations includes detailing of the work schedules and approximate length of time to be spent on each operation or task, and the keeping of progress records. These criteria are contained in Public Law 550.

Selective Service Regulations (Deferment of Apprentices)

State directors of selective service are authorized to accept for deferment purposes apprentice training programs which meet its regulations, upon request of the local program sponsors. The request must be accompanied by a certification from the registration agency that the program has been in operation at least 1 year, and one or more apprentices have been in training during that time in each occupation covered. After the program has been accepted, the program sponsor and the apprentice may request the local board to defer the apprentice. In the Sign, Pictorial, Display, Electric Sign and Process Worker's trade, the apprentice for whom the deferment is requested must have been engaged in and completed not less than 2,000 hours of training. The decision as to actual deferment rests with the local board, subject to appeal if the request is denied. Detailed information and necessary forms may be obtained from the nearest field representative of the Bureau of Apprenticeship and Training or State apprenticeship agency.

Wage and Hour Regulations (Ruling Concerning Payment for Time Spent by Apprentices in Related Instruction)

The Fair Labor Standards Act requires that each employee, not specifically exempted, who is engaged in interstate commerce or in the production of goods for such commerce receive the statutory minimum wage, and that no employee (including apprentices) may be employed for more than 40 hours a week without receiving at least time and one-half of his regular rate of pay for the overtime hours.

As an enforcement policy, time spent in an organized program of related supplemental instruction by apprentices working under bona fide apprenticeship programs may be excluded from working time if the following criteria are met:

(1) The apprentice is employed under a written apprenticeship agreement or program which substantially meets the fundamental standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor;

(2) Such time does not involve production work or performance of the apprentice's regular duties. If the above criteria are met, the time spent in such related supplemental training shall not be counted as hours worked unless the written agreement specifically provides that it is hours worked. The mere payment or agreement to pay for time spent in related instruction does not constitute an agreement that such time is hours worked.

Joint Training Funds

1. Legality of Training Funds

Training funds for use in defraying the cost of apprenticeship or other training programs, to which employers contribute, are authorized under the Labor-Management Reporting Disclosure Act of 1959 which amends section 302 of the Labor-Management Relations Act of 1947. Such funds must be established in the form of a trust; the trustees must be equally representative of the employers and employees (this may be the joint apprenticeship committee); and the basis on which the payments to the trust fund are to be made must be detailed in a written agreement with the employer, including provision for an annual audit of the trust. Those persons (trustees) responsible for the custody or control of the trust funds must be bonded.

Where a trust is established, a clause should be included in the trust agreement to the effect that the trusteeship is (1) a nonprofit organization; (2) that no part of the net earnings will inure to any private individual or member; and (3) in the event of dissolution of the trust, how the accrued moneys and other assets will be disposed. (They can be apportioned to those who paid into the fund, donated to a charitable or educational organization, or to the labor organization.)

2. Tax-Exempt Status of the Trust

Training trust funds are considered to be tax exempt by the Internal Revenue Code of 1954. To obtain this exemption, the trustees must file form 1024 with the appropriate district director of internal revenue. In submitting form 1024, include with it a copy of the trust agreement and apprenticeship program. After the tax-exempt status of the trust has been determined, each year thereafter the trustees shall make a return on form 990 in order to maintain this exemption.

Employer contributions to the training trust fund are deductible as ordinary and necessary expenses in the conduct of their business under section 162(a) of the Internal Revenue Code.

APPRENTICE RECORDKEEPING

To maintain a current record of the progress and ability of apprentices, an accurate recordkeeping system, covering the pertinent points, is essential. A number of different types of recordkeeping systems are in use in the different areas. Some systems include a variety of recordkeeping forms—daily, weekly, monthly—as well as a final master chart summarizing the pertinent data recorded during the entire term of apprenticeship.

Suggested recordkeeping forms may be obtained from the secretary of the National Sign, Pictorial Display, Electric Sign and Process Industry Joint Apprenticeship and Training Committee.

Samples of other recordkeeping systems may be obtained, upon request through the field representatives of the Bureau of Apprenticeship and Training or State apprenticeship agencies.

Sign, Pictorial Display, Electric Sign and Process Apprentice Recordkeeping Report

Apprentice	Address	City
Employer	Address	City

Month	Year 19	Employer or foreman sign here	Location of job above

Schedule	I Use of tools and equipment	II Background matter	III Care of equipment	IV Surface preparing	V Lettering	VI Layout and design	VII Process work	VIII Bulletins and walls	IX Pictorial painting	X Additional aids	Related instruction: Hours of—	Related instruction: Supervisor verify
Total hours required												
Hours carried forward												
Date												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
											Total school hours	
Total hours to date												

Make comments or remarks on progress of apprentice on reverse side

Enter grand total here_____

WORK EXPERIENCE

The committee recommends that apprentices in all branches of the sign painter's trade receive a minimum of 288 hours of supplementary instruction related to commercial sign work in addition to the work processes outlined below (such hours, including the 144 per year of related instruction, shall be credited toward the apprenticeship term):

Sign Painter—Commercial Sign (Branch) (5-year term—8 hours per day—5 days per week)

	Hours
A. Care of tools, equipment, and rigging	800
B. Construction and erection of signs	1,600
C. Color mixing and matching	600
D. Preparing backgrounds	2,000
E. Gilding—glass and surface	1,500
F. Layout and designing	1,500
G. Lettering	2,000
	10,000

Sign Painter—Outdoor Advertising Branch (5-year term—8 hours per day—5 days per week)

A. Care of tools, equipment, and rigging	1,000
H. Pictorical painting (actual application)	3,500
C. Color mixing and matching	1,000
D. Preparing backgrounds	500
F. Layout and designing	1,500
G. Lettering	2,500
	10,000

Sign Painter—Display Branch

A. Care of tools and equipment	500
D. Preparation of backgrounds	1,000
C. Color mixing and matching	1,000
J. Use of Cut-All and power tools	500
K. Mask or frisket cutting and adhering	2,000
L. Adhering and fabricating of all materials	1,000
F. Layout and designing	2,000
G. Lettering	2,000
	10,000

Sign Painter—Silk Screen Process Branch

A. Care of tools and equipment	500
D. Preparing backgrounds	400
C. Color mixing and matching	600
J. Operation of process machines	500
M. Photo screen preparation	800
N. Operation of silk screen	500
O. Film cutting and setup	2,000
F. Layout and designing	2,500
G. Lettering	2,200
	10,000

Sign Painter—Electric Sign Branch

	Hours
A. Care of tools and equipment	1,000
P. Drafting, blueprint reading	1,000
D. Preparing backgrounds	1,000
C. Color mixing and matching	1,000
F. Layout, sign pattern making (during last 2 years)	2,000
G. Lettering	2,000
K. Plastic sign faces (cutting, trimming, adhering, processing, and lettering)	2,000
	10,000

APPRENTICESHIP AGREEMENT

Between Apprentice and Joint Apprenticeship Committee

THIS AGREEMENT, entered into this ____ day of _____ 196_ between the parties to _____
(Name of local apprenticeship standards)
represented by the Joint Apprenticeship Committee, hereinafter referred to as the COMMITTEE, and _____, born _____
(Name of apprentice) (Month)
_____ _____ hereinafter referred to as the APPRENTICE, and (if a minor)
(Day) (Year)
_____, hereinafter referred to as his GUARDIAN.
(Name of parent or guardian)

WITNESSETH THAT:

The Committee agrees to be responsible for the placement and training of said apprentice in the trade of _____ as work is available, and in consideration said apprentice agrees diligently and faithfully to perform the work incidental to the said trade during the period of apprenticeship, in accordance with the regulations of the Committee. The Apprenticeship Standards referred to herein are hereby incorporated in and made a part of this agreement.

Credit for previous experience at trade, if any _____ { Hours. / Years. }

Apprenticeship remaining____ { Hours. / Years. }

Other Conditions

* * * * * * *

In witness whereof the parties hereunto set their hands and seals:

_____ [SEAL]
(Apprentice)
_____
(Address)
_____ [SEAL]
(Parent or guardian)

_____ [SEAL]
(Representative of Joint Apprenticeship Committee)
_____
(Title)
_____ [SEAL]
(Representative of Joint Apprenticeship Committee)
_____
(Title)

Registered by the _____
(Name of registration agency)
By _____ Title _____ Date _____, 196_

Available through Bureau of Apprenticeship and Training, U.S. Department of Labor, Washington, D.C.

APPRENTICESHIP AGREEMENT

Between Apprentice and Employer

(Front View)

The employer and apprentice whose signatures appear below agree to these terms of apprenticeship:

The employer agrees to employ and train the apprentice in accordance with terms and conditions of the _____ which
(Name of apprenticeship standards)
are made a part of this agreement; or, in accordance with the terms and conditions stated on the reverse side of this agreement.

The apprentice agrees to apply himself diligently and faithfully to learning the trade in accordance with this agreement.

Trade _____ Term of apprenticeship_____
(Hours or years)

Credit for previous experience_____ Term remaining _____

Date the apprenticeship begins_____

This agreement may be terminated by either party notifying the other or in accordance with the named apprenticeship standards.

_____	_____
(Signature of apprentice)	(Name of employer—company)
_____	_____
(Address)	(Address)
_____	_____
(Apprentice's birth date)	(Signature of authorized official)

Approved by _____, Joint Apprenticeship Committee.

Date _____ by _____
(Signature of chairman or secretary)

Registered by _____
(Name of registration agency)

Date _____ by _____
(Signature of authorized official)

Terms and Conditions

(Back View)

1. Term of apprenticeship and period of probation:
   (*a*) Total Term: _____ calendar years, or _____ hours.
   (*b*) Probationary period: _____ months, or _____ hours.
2. Schedule of work processes in which the apprentice is to receive adequately supervised instruction and experience, of which a record will be kept and periodically evaluated:

   (*a*) List here: Major divisions of the trade and work tasks required under each:

   (*b*) List here: Approximate time, in hours, months, or percent of apprenticeship:

3. Wage rate to be paid the apprentice each period of apprenticeship: (Period may be expressed in hours, months, or years; rate may be expressed in money or percent of journeyman's wage.)

Periods	*Rates*	*Periods*	*Rates*
1st _____	_____	6th _____	_____
2d _____	_____	7th _____	_____
3d _____	_____	8th _____	_____
4th _____	_____	9th _____	_____
5th _____	_____	10th _____	_____

   Journeyman's rate as of _____ is ____{ per hour / per week

4. Number of hours per week or per day to be worked by the apprentice:
   (*a*) Hours per week ____ (*b*) Hours per day _____
5. Number of hours of related instruction:
   (144 hours per year, 4 hours per week during regular school year, is normally considered necessary. Where classes are not available through the local school, other organized trade, industrial, or correspondence course of equivalent value may be substituted.)
   (*a*) _____ week _____ (*b*) School of course _____
   (c) Apprentice ☐ will ☐ will not be compensated for hours spent in related instruction after regular working hours.
6. Other provisions:
   (*a*) There is reasonable certainty that the job for which the apprentice is being trained will be available to him upon completion of his apprenticeship.
   (*b*) Upon request by the Joint Apprenticeship Committee or employer, a Certificate of Completion will be granted the apprentice by the registration agency upon satisfactory completion of the apprenticeship, in accordance with standards covered herein.

Where a State requires the use of its own agreement forms, such forms may be obtained from the staff of the State apprenticeship agency or of the Bureau of Apprenticeship and Training.

REGIONAL OFFICES

BUREAU OF APPRENTICESHIP AND TRAINING

REGION I
(Maine, N.H., Vt., Mass., R.I., Conn.)
Room 501, 18 Oliver St.
Boston 10, Mass.

REGION II
(N.Y., N.J.)
Room 906, 341 Ninth Ave.
New York 1, N.Y.

REGION III–IV
(Pa., Del., Va., Md., W. Va., N.C., D.C.)
Room 321, Professional Arts Bldg.
Chambersburg, Pa.

REGION V
(S.C., Tenn., Ga., Miss., Fla., Ala.)
Room 525, 1371 Peachtree Bldg.
17th and Peachtree Sts. NE.
Atlanta 23, Ga.

REGION VI
(Ohio, Mich., Ky.)
Room 1008, Engineers' Bldg.
1365 Ontario St.
Cleveland 14, Ohio

REGION VII
(Ill., Ind., Wis.)
Room 1000, Bankers Bldg.
105 West Adams St.
Chicago 3, Ill.

REGION VIII
(N. Dak., S. Dak., Minn., Mont.)
Room 106, Federal Bldg.
110 S. Fourth St.
Minneapolis 8, Minn.

REGION IX
(Mo., Kans., Nebr., Iowa)
Room 2811, Federal Office Bldg.
911 Walnut St.
Kansas City 6, Mo.

REGION X
(La., Tex., Okla., Ark.)
Room 212, 1114 Commerce St.
Dallas 2, Tex.

REGION XI
(Utah, Wyo., Colo., N. Mex.)
Room 832, Equitable Bldg.
730 17th St.
Denver 2, Colo.

REGION XII
(Ariz., Nev., Calif., Hawaii)
Room 108, Appraisers' Bldg.
630 Sansome St.
San Franicsco 11, Calif.

REGION XIII
(Alaska, Idaho, Wash., Oreg.)
Room 1809, Smith Tower
506 Second Ave.
Seattle 4, Wash.

STATE AND TERRITORIAL APPRENTICESHIP AGENCIES

Arizona Apprenticeship Council,
1623–B West Adams,
Phoenix, Ariz.*

Division of Apprenticeship Standards,
Department of Industrial Relations,
San Francisco, Calif.*

Colorado Apprenticeship Council,
% Industrial Commission,
748 State Capitol Annex,
Denver, Colo.*

Apprentice Training Division,
Department of Labor,
Hartford, Conn.*

Delaware State Apprenticeship and Training Council,
Department of Labor and Industry,
Wilmington, Del.*

District of Columbia Apprenticeship Council,
1145 19th St. NW.,
Washington, D.C.*

Department of Apprenticeship,
Florida Industrial Commission,
Tallahassee, Fla.*

Apprenticeship Division,
Department of Labor and Industrial Relations,
Honolulu, Hawaii*

Iowa Apprenticeship Council,
Bureau of Labor,
State House,
Des Moines, Iowa.

Kansas Apprenticeship Council,
Department of Labor,
Topeka, Kans.

Kentucky State Apprenticeship Council,
Department of Industrial Relations,
Frankfort, Ky.*

Division of Apprenticeship,
Department of Labor,
Baton Rouge, La.*

Maine Apprenticeship Council,
Department of Labor and Industry,
State Office Building,
Augusta, Maine*

Division of Apprenticeship Training.
Department of Labor and Industries,
Boston, Mass.*

Division of Voluntary Apprenticeship,
Department of Labor and Industry,
St. Paul, Minn.*

Montana Apprenticeship Council,
Department of Labor and Industry,
Helena, Mont.*

Neveda Apprenticeship Council,
Department of Labor,
Carson City, Nev.*

New Hampshire Apprenticeship Council,
Department of Labor,
Concord, N.H.*

New Mexico Apprenticeship Council,
Labor and Industrial Commission,
Santa Fe, N. Mex.*

New York State Apprenticeship Council,
Department of Labor,
Albany, N.Y.*

Division of Apprenticeship Training,
Department of Labor,
Raleigh, N.C.*

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*State apprenticeship law enacted.

Ohio State Apprenticeship Council,
Department of Industrial Relations,
Columbus, Ohio*

Oregon Apprenticeship Council,
Bureau of Labor,
Portland, Oreg.*

Pennsylvania Apprenticeship and Training Council,
Department of Labor and Industry,
Harrisburg, Pa.*

Apprenticeship Division,
Insular Department of Labor,
San Juan 8, P.R.*

Rhode Island Apprenticeship Council,
Department of Labor,
Providence Public Library,
Providence, R.I.

Utah Apprenticeship Council,
Industrial Commission,
Salt Lake City, Utah*

Vermont Apprenticeship Council,
Department of Industrial Relations,
Montpelier, Vt.*

Division of Apprentices Training,
Department of Labor and Industry,
Richmond, Va.*

Washington Apprenticeship Council,
Department of Labor and Industries,
Seattle, Wash.*

Apprenticeship Division,
Wisconsin Industrial Commission,
Madison, Wis.*

Virgin Islands Apprenticeship Council,
Department of Agriculture and Labor,
Christiansted, St. Croix, V.I.*

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* State apprenticeship law enacted.

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MOTION PICTURE OF APPRENTICESHIP PROGRAM

A documentary film depicting the operation of an apprenticeship program has been made available at regional offices of the Bureau of Apprenticeship and Training to show members of joint apprenticeship committees and other groups interested. Although it pictures apprentice training in the bricklaying trade, it will be found valuable in providing a better understanding and stimulating an interest in apprenticeship in any trade.

UNITED STATES DEPARTMENT OF LABOR
W. Willard Wirtz, Secretary
MANPOWER ADMINISTRATION
BUREAU OF APPRENTICESHIP AND TRAINING